

City of Newton



Setti D. Warren  
Mayor

## Inspectional Services Department

John D. Lojek, Commissioner  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449  
Telephone: (617) 796-1060  
Fax: (617) 796-1086  
www.ci.newton.ma.us

Building/Zoning Inspectors  
(617) 796-1060  
Zoning Board of Appeals  
(617) 796-1060  
Plumbing and Gas Division  
(617) 796-1070  
Electrical Division  
(617) 796-1075  
TDD/TTY: (617) 796-1089

### ***REFUND REQUEST APPLICATION***

Applicant's copy of the receipt, a copy of the canceled check and the original building permit\* showing the applicant listed as the party who paid the fee must be submitted with the refund request. If the applicant is not the person listed on the check and/or receipt then the applicant **MUST** get a letter of authorization from the person listed authorizing refund to be released to the applicant.

*Please print legibly or type.*

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Requesting refund for the following reason:

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Make check payable to:

Payee \_\_\_\_\_ Permit Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Applicant's Telephone Number \_\_\_\_\_

City/Town \_\_\_\_\_ State/Zip \_\_\_\_\_ Applicant's Email Address \_\_\_\_\_

I hereby certify that no work authorized by the permit has been performed, nor inspections provided. If any inspections have been performed no refund will be authorized.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **FOR CITY USE ONLY**

Staff Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved \$ \_\_\_\_\_ ☐ Denied Comments \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Commissioner \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### **REFUND POLICY ON REVERSE**

*Strict code enforcement makes the city safer  
Before buying, renting or leasing check zoning*

## ***REFUND POLICY***

### **Cancellation of Permit and Refunds**

Requests to cancel a permit and obtain a refund must come from the owner and the original payee. Permits belong to the owner of the property, therefore a request for permit cancellation must come from the owner or his agent. Requests for refunds must come from the applicant who paid the original fee and all applicable fees will be returned only to the payee.

### **Refunds of Permit Fees**

Refunds requested due to applicant error or canceling a permit (***all conditions must be met***):

Only 80% refund can be granted.

Cancellation of permit must be requested within 6 months (180 days) of the original payment.

When no work has occurred on the project.

### **Refund Request Processing Fee**

A \$35.00 minimum processing fee or 20% of the Permit fee (whichever is greater) will be deducted from all refund requests. Refunds issued due to City error are not subject to the minimum-processing fee.

Refunds requested due to staff errors (***all conditions must be met***):

A full refund (100%) can be given only when the cancelled check and/or permit was issued due to staff error.

Requests must be received within 6 months (180 days) of original payment.

### **Processing Refunds**

1. All refund requests shall be made in writing to the Commissioner of Inspectional Services. Requests must include the following information.
  - a. Specify the reason for the request.
  - b. Legible copy of the front and back of the canceled check.
  - c. Copy of the receipt indicating the amount of the fee paid.
  - d. Original building permit\* (original is not required for plumbing, gas or electrical permits).
2. The validity of the request will be researched prior to granting approval or denial. If the request is denied, staff will contact the applicant in writing explaining the reasons for denial.